

Work Instruction Overview

This Work Instruction is designed to provide instruction on how to future date work record entries into the PeopleSoft system.

In PeopleSoft, the **Person-Organizational Relationship (Pers-Org)** type indicates the type of worker being entered into the system. There are three Pers-Org types we use:

1. Employee (Includes New Hire, Rehire, Transfers, Promotions, Demotions)
2. External Learners/Instructors (Includes Contractors and Instructors who **are not** State employees but need to take or instruct training)
3. Contingent Workers (Includes Contractors who **are not** State employees and do not need to take training but need to be assigned a PeopleSoft ID number)

In PeopleSoft, the **Effective Date** indicates when an action or event is in effect or valid. Each employee record is effective dated. PeopleSoft is designed to automatically perform certain functions based on the Effective Date. Using **Future** dates in work records will allow the system to assign PeopleSoft ID numbers for the following actions to occur in the system:

- Assignment of a PeopleSoft ID number prior to the Onboarding process
- Set up of new email accounts in advance of start dates
- Enrollment in required and/or job specific training sessions in advance of start dates
- Ability to immediately access self-service activities involving training and benefits when applicable

Work record entries include two types of effective dated records:

1. The **Personal Record** includes biographical, contact, and regional detail information.
2. The **Job Record** includes job data, employment data, earnings, and benefits program information.

When using future date work record entries:

- Personal Record information will be effective dated on the entry date. *For example, if the person's start date is Monday, June 9th but the record is being entered on Tuesday, June 3rd, the personal record's effective date will be Tuesday, June 3rd.*
- Job Record information will be effective dated with the person's future start date. *For example, if the person's start date is Monday, June 9th but the record is being entered on Tuesday, June 3rd, the job record's effective dates will be Monday, June 9th.*
- Job Record's should only be future dated **up to seven calendar days** prior to a person's start date.

Work Instruction sections include:






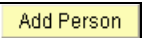

1. **Hire an Employee (Page 2):** Process is performed by HR data entry personnel who have Workforce Administration access.
2. **Add an External Learner/Instructor (Page 8):** Process is performed by HR Training personnel who have Enterprise Learning (Training Administration) access.
3. **Modify an External Learner/Instructor (Page 11):** Process is performed by HR Training personnel who have Enterprise Learning (Training Administration) access.
4. **Add a Contingent (Contract) Worker (Page 12):** Process is performed by HR data entry personnel who have Workforce Administration access.
5. **Modify a Contingent (Contract) Worker (Page 15):** Process is performed by HR data entry personnel who have Workforce Administration access.

Hire an Employee

Employees are persons who work for and receive State of Indiana HR administered benefits. This includes new employees; rehired employees; and employees who are transferring, promoting, or demoting from **another** agency.

Employees are prepared for hire from a requisition by a recruiter and can be located on the Manage Hires list in the Workforce Administration module.


It is very important to use the correct effective date for new hires, rehires, and terminations as these dates impact benefits and compensation.





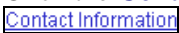


1.	Click the Workforce Administration  link.
2.	Click the Personal Information  link.
3.	Click the Organizational Relationships  link.
4.	Click the Manage Hires  link.
5.	Adjust the Start Date From and To fields to reflect the desired date range to search for the applicant to hire. The date should reflect the Desired Start Date used by the recruiter. Sometimes, however, the system may pull the applicant's application date instead. If the applicant does not appear on the list, expand the date range. If the applicant still cannot be located, contact the recruiter.
6.	Enter the beginning date for the date range into the Start Date From field.
7.	Click the Refresh  button.
8.	Scroll down the page to locate the applicant's record.
9.	Click the name link of the applicant in the Applicant Name column.
10.	Confirm the following fields: The Type of Hire field should reflect the appropriate selection: <ul style="list-style-type: none"> • Hire – New employees • Rehire – Employees with a prior working relationships with the State as an employee • Transfer – Transfers, Promotions, Demotions The Desired Start Date field should reflect the effective date of hire. The effective date of hire is always the new employee's first date of employment. The Employee ID Verified link: Click on this link if it is active to confirm there is not another Employee ID number to avoid duplication.
11.	Scroll to the bottom of the page: For Hires and Rehires : Click the Add Person  button. For Transfers, Promotions, and Demotions : Click the View / Edit Person  link.

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To complete Steps **12** through **24**:

For **Hires** and **Rehires**, add and verify field information as needed. Information from the applicant's completed record is used to create the employee record. Review this information for formatting errors made by the applicant and correct errors as needed.

For **Transfers**, **Promotions**, and **Demotions**, if the employee is transferring positions within the same agency, add rows only if the personal data has changed using the **Add a new row**  button. If the employee is transferring to a position from a different agency - with a different benefit plan (ex: DOC to ISP) add a row to each area of personal data and enter the effective date of the transfer.

12.	Verify the Effective Date field reflects the <u>entry</u> date (or the current date) as the effective date.
13.	The employee's name must match the name appears on the employee's Social Security card and be formatted correctly. To make any changes, the Edit Name  link is used.
14.	Verify the employee's date of birth is provided and correct in the Date of Birth field.
15.	<p>Verify the employee's gender is correct. If necessary, enter the correct data into the Gender field using the drop-down menu  button.</p> <p>While Unknown is shown as an option in the list of values, an employee's gender must be specified as either Male or Female.</p>
16.	Verify the employee's Highest Education Level is recorded correctly. If it is incorrect, click the drop-down menu button to make a new selection.
17.	Verify the employee's Marital Status is recorded correctly. If it is incorrect, click the drop-down menu button to make a new selection.
18.	Verify the National ID (for employee's this will be the <i>Social Security number</i>) is correct.
19.	Verify the Primary ID  checkbox is checked to the right of the National ID field showing the employee's Social Security number.
20.	Click the Contact Information  tab at the top of the screen or the Contact Information  link at the bottom of the screen to move to the next page.
21.	<p>If the employee's address is incorrect, or improperly formatted, click the Add Address detail  link or the View Address Detail  link to edit their address.</p> <p>For employee's already in the system, remember to add rows to avoid overwriting employee history. Add rows to update the employee's address, telephone, and email information if necessary for new employees, rehires, or employees transferring from another agency.</p> <p>Verify all of the Effective Date fields reflect the <u>entry</u> date (or the current date) as the effective date for each entry/update.</p> <p>If the employee is missing a mailing address, it is necessary to enter one for employee benefits insurance purposes. Insurance companies prefer to mail out an employee's insurance cards to Mailing addresses.</p> <p>State Personnel will be utilizing home and business email addresses to contact employees regarding important events so be sure to collect an email address from as many employees as possible.</p>









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22.	Click the Regional  tab at the top of the screen or the Regional  link at the bottom of the screen to move to the next page.
23.	If necessary, enter or change the employee's ethnic group by clicking the Ethnic Group Magnifying Glass  button. An employee's ethnic group is REQUIRED . If an employee refuses to self-identify, use a visual observation to make the best selection. The work record will not be able to be Saved if the ethnic group is missing and if this option is selected as "unknown", EEO/AA reporting will be inaccurate.
24.	Verify the Effective Date field reflects the entry date (or the current date) as the effective date for each entry/update.



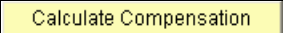



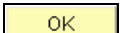
To complete the Hire an Employee process for:

- **New Hires** go to step 25
- **Rehires** go to step 51
- **Transfers, Promotions, and Demotions** go to step 78



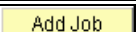

New Hires

25.	Click the Organizational Relationships  tab at the top of the screen or the Organizational Relationships  link at the bottom of the screen to move to the next page.
26.	Verify the Employee  checkbox option is check.
27.	Click the Add the Relationship  button.
28.	The Job Record and Person ID number is now available. Verify the Effective Date field reflects the person's future start date as the effective date for each entry/update.
29.	The Action code will default to Hire . To select a Reason code, click the Reason Magnifying Glass  button.
30.	Click the Job Information  tab.
31.	Click the Empl Class drop-down menu  button.
32.	Select the designated status of the employee. The most common new hire statuses are: - Orig WT : Merit agencies use this status to activate the 6 month working test probation period. - Non-Merit : Non-Merit agencies. - Quasi : Quasi agencies. - Appointed : Appointed positions.
33.	Click the Job Labor  tab.
34.	Click in the Union Seniority Date field.
35.	The Union Seniority Date field indicates the employee's seniority date only. This field does not indicate membership to a union. Enter the employee's Effective Date of Hire (future start date) into the Union Seniority Date field.



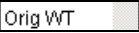











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36.	Click the Payroll  tab.
37.	Verify the correct pay group defaults into the employee's record (example: PYA is Pay Group A and PYB is Pay Group B).
38.	The Combination Code number should also be confirmed at the bottom of the screen. The combination code is the budget account the employee will be paid from.
39.	Click the Compensation  tab.
40.	If the employee's starting salary is above the minimum of the hiring range, enter the adjusted compensation rate in the Comp Rate field.
41.	After making any salary adjustments in the Comp Rate field, click the Calculate Compensation  button.
42.	Click the Employment Data  link.
43.	Confirm the Company Seniority Date (for merit agencies) and the Benefits Service Date fields reflect the employee's Effective Date of Hire (future start date). An inaccurate benefits service date may impact the availability of employee benefits.
44.	Enter the employee's probation date into the Probation Date field. (The probation date is six months from the effective date of hire). An inaccurate probation date may impact the availability of employee benefits.
45.	Scroll down the page to locate the Benefits Program Participation link.
46.	Click the Benefits Program Participation  link.
47.	Click the BAS Group ID Magnifying Glass  button to select the employee's correct BAS Group ID . BAS is the Benefit Administration Selection schedule for the agency.
48.	Confirm the Effective Date (future start date) is correct and write the Employee ID number from the top of the screen on the <i>Personnel Payroll Action Form</i> (PPAF form).
49.	Click the OK  button.
50.	End of Procedure.

Rehires

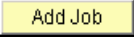






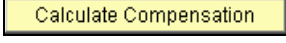

51.	Click the Save  button.
52.	Click the Return to Manage Hires  link.
53.	Scroll to the bottom of the page.
54.	Click the Add Job  button.
55.	The Job Record is now available. Verify the Effective Date field reflects the person's future start date as the effective date for each entry/update.
56.	The Action code will default to Hire . To select a Reason code, click the Reason Magnifying Glass  button.

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57.	Select the appropriate reason from the list of values.
58.	Click the Job Information  tab.
59.	Verify the correct Position Control Number (PCN) is being used.
60.	Click the Empl Class field drop-down menu  button.
61.	Select Orig WT  from the list of values.
62.	Click the Job Labor  tab.
63.	<p>The Union Seniority Date field will default to the employee's previous seniority date. This field is required by all agencies or benefits may be affected.</p> <p>Enter the Effective Date of rehire (this is the most recent date of hire which will reflect the person's future start date) into the Union Seniority Date field.</p>
64.	Click the Payroll  tab.
65.	Verify the Paygroup defaulted correctly.
66.	Click the Compensation  tab.
67.	<p>Adjust the biweekly compensation rate if necessary. If the employee is hourly, select the appropriate value by clicking the *Rate Code Magnifying Glass  button.</p> <p>Click the Calculate Compensation  button to update any rate changes.</p>
68.	Click the Employment Data  link.
69.	The Company Seniority Date is the equivalent of the accrual date. To change the Company Seniority Date , click the Override  check box.
70.	<p>Enter the adjusted accrual date into the Company Seniority Date field. This will be the Adjusted Bonus Date based on years of service.</p> <p>Note: For assistance with this field, contact your Payroll Specialist at SPD.</p>
71.	Click the Refresh  button.
72.	Repeat these steps 69 through 71 to update the Benefits Service Date field. The Benefits Service Date should reflect the effective date of rehire which is the person's future start date .
73.	Enter the probation date into the Probation Date field. (The probation date is six months after the effective date of rehire).
74.	Click the Benefits Program Participation  link.
75.	Click the BAS Group ID Magnifying Glass  button to select the employee's correct BAS Group ID . BAS is the Benefit Administration Selection schedule for the agency.
76.	Click the Save  button.
77.	End of Procedure.

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Transfers, Promotions, Demotions













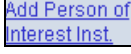



78.	Click the Return to Manage Hires Return to Manage Hires link.
79.	Scroll down the page to locate the Add Job button.
80.	Click the Add Job  button.
81.	<p>The Job Record is now available.</p> <p>Verify the Effective Date field reflects the person's <u>future start date</u> as the effective date for each entry/update.</p>
82.	<p>The Action code will default to Transfer.</p> <ul style="list-style-type: none"> Transfer is selected for employee's transferring, promoting, or demoting from <u>a different agency</u> who applied through a requisition. Promotion or Demotion is selected for employee's promoting or demoting from <u>the same agency</u> who applied through a requisition. If eRecruit is no utilized, click to the Add a new row  button to update the employee's record.
83.	To select a Reason code, click the Reason Magnifying Glass  button.
84.	Click the Job Information  tab.
85.	Click the Empl Class field drop-down menu  button and select the appropriate status from the list of values.
86.	Click the Job Labor  tab.
87.	Review the Union Seniority Date field to ensure that the field reflects the employee's <u>original date</u> of hire/rehire.
88.	Click the Payroll  tab and verify the Paygroup is listed correctly.
89.	Click the Compensation Compensation link.
90.	<p>Adjust the biweekly compensation rate if necessary.</p> <p>Click the Calculate Compensation  button to update any rate changes.</p>
91.	Click the Employment Data Employment Data link.
92.	Enter the new probation date into the Probation Date field. (The probation date is six months after the effective date of transfer, promotion, demotion).
93.	Click the Benefits Program Participation Benefits Program Participation link.
94.	If necessary, click the BAS Group ID Magnifying Glass  button to select the employee's correct BAS Group ID .
95.	Click the Save  button.
96.	End of Procedure.

Add an External Trainee/Instructor



The purpose of the *Add an External Trainee/Instructor* function is to add contract workers and instructors into the PeopleSoft system to assign them a PeopleSoft ID number for them to take or instruct training. The *Add an External Trainee/Instructor* Work Instruction is for **contract workers** or **instructors** who have **never** had a working relationship with the State of Indiana.

1.	Click the Enterprise Learning  link.
2.	Click the Add a Person  link.
3.	Select External Trainee from the list of values. Note: The External Instructor value may be used to track external training providers.
4.	Click the Add the Person  button.
5.	Click the Add  button.
6.	Verify the Effective Date field reflects the entry date (or the current date) as the effective date.
7.	Click the Add Name  link.
8.	Enter the external trainee's first name into the First Name field.
9.	Enter the trainee's last name into the Last Name field.
10.	Click the OK  button.
11.	The Date of Birth field should be left blank for an external trainee or instructor. The Gender field is a required field and Male or Female must be one of the selected values. The Highest Ed Level and Marital Status fields should be marked Unknown or Not Indicated .
12.	Click the *National ID Type field drop-down menu  button.
13.	Select Driver's License Number from the list of values.
14.	Enter the driver's license number into the National ID field.
15.	Click the Contact Information  tab.
16.	Click the Add a new row  button in the Current Addresses box.
17.	Click the Address Type field drop-down menu  button.
18.	Select business from the list of values.
19.	Click the Add Address Detail  link.
20.	Click the Add Address  link.
21.	Enter the business or facility address into the Address 1 field.
22.	Enter the city into the City field.
23.	Enter the state into the State field.
24.	Enter the zip code into the Postal field.

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25.	Enter the county into the County field.
26.	Click the OK  button.
27.	Click the OK  button again.
28.	Click the Delete row  button to delete the home address row.
29.	Click the OK  button.
30.	In the Phone Information box, select Business using the drop-down menu  button.
31.	Enter the <u>business or facility</u> phone into the Telephone field.
32.	Select Business from the list of values using the drop-down menu  button in the Email Addresses box.
33.	If applicable, enter a business email into the *Email Address field.
34.	Click the Organizational Relationship  tab.
35.	Click the Add the Relationship  button.
36.	Verify the Effective Date field reflects the <u>entry</u> date (or the current date) as the effective date.
37.	Select Business Unit from the list of values in the Security Access Type column.
38.	Enter your business unit into the Value 1 field.
39.	Click the OK  button.
40.	Click the Checklist Code drop-down menu  button.
41.	Select Add Person of Interest Inst. from the list of values.
42.	Click the Apply  button.
43.	Click the Go to Person Checklist  link.
44.	Click the Add Person of Interest Inst  link. The Job Record and Person ID number is now available in a pop-up window.
45.	Verify the Effective Date field reflects the person's <u>future start date</u> . Ensure all Effective Date fields reflect the person's <u>future start date</u> as the effective date for each entry/update in the Job Record .
46.	The Action code will default to Add Person of Interest . To select a Reason code, click the Reason Magnifying Glass  button. Enter the reason into the Reason code field.
47.	Enter the external trainee/instructor's company into the Company field.
48.	Enter the external trainee/instructor's business unit into the Business Unit field.
49.	Enter the external trainee/instructor's department number into the Department field.
50.	If it does not automatically default, enter the external trainee/instructor's location into the Location field.
51.	Click the Job Information  tab.
52.	Enter NONEMP into the Job Code field.
53.	Click the Payroll  tab.

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54.	Click the Payroll System drop-down menu  button.
55.	Select Other from the list of values.
56.	Click the Save  button. Note: Be sure to record the PeopleSoft id number before closing the record.
57.	End of Procedure.

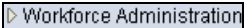

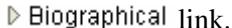





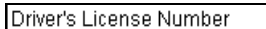





Modify an External Trainee

The purpose of the *Modify an External Trainee* function is to update an existing **Person Record** for training purposes by assigning an updated PeopleSoft ID **RECORD** number to the **Job Record**. This Work Instruction is for **contract workers** who have **previously** had a working relationship with the State of Indiana. This allows for each instance of a working relationship to be recorded in the system **without** creating multiple ID numbers in the system. All prior record numbers **must be inactive** in the system.











1.	Click the Workforce Administration  link.
2.	Click the Personal Information  link.
3.	Click the Organizational Relationships  link.
4.	Click the Add a POI Relationship  link.
5.	Enter the contract worker's previously assigned PeopleSoft ID number into the EmplID field.
6.	Enter 00007 into the Person of Interest Type field to indicate the person as an External Trainee .
7.	Click the Add  button.
8.	Select Business Unit from the list of values in the Security Access Type column.
9.	Enter the business unit into the Value 1 field.
10.	Click the Save  button.
11.	Click the New Contingent Worker Instance  link in the menu on the left side of the screen.
12.	Enter the contract worker's PeopleSoft id into the EmplID field.
13.	Click the Add  button.
14.	Enter the effective date into the Effective Date field (this is the future start date). Ensure all Effective Date fields reflect the person's future start date as the effective date for each entry/update in the Job Record .
15.	The Action code will default to Add Contingent Worker . To select a Reason code, click the Reason Magnifying Glass  button. Select TRN as the reason into the Reason code field.
16.	Enter the external trainee/instructor's company into the Company field.
17.	Enter the external trainee/instructor's business unit into the Business Unit field.
18.	Enter the external trainee/instructor's department number into the Department field.
19.	If it does not automatically default, enter the external trainee/instructor's location into the Location field.
20.	Click the Job Information  tab.
21.	Enter NONEMP into the Job Code field.
22.	Click the Payroll  tab.
23.	Click the Payroll System drop-down menu  button.
24.	Select Other from the list of values.
25.	Click the Save  button.
26.	End of Procedure.

Add a Contingent (Contract) Worker

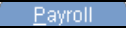

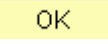


The purpose of the *Add a Contingent Worker* function is to add contract workers into the PeopleSoft system to assign them a PeopleSoft ID number. The *Add a Contingent Worker* Work Instruction is for **contract** workers who have **never** had a working relationship with the State of Indiana.

1.	Click the Workforce Administration  link.
2.	Click the Personal Information  link.
3.	Click the Biographical  link.
4.	Click the Add a Person  link.
5.	Click the Add the Person  link.
6.	Verify the Effective Date field reflects the entry date (or the current date) as the effective date.
7.	Click the Add Name  link.
8.	Enter the contract worker's first name into the First Name field.
9.	Enter the contract worker's last name into the Last Name field.
10.	Click the OK  button.
11.	<p>The Date of Birth field should be left blank for a contingent worker.</p> <p>The Gender field is a required field and Male or Female must be one of the selected values.</p> <p>The Highest Ed Level and Marital Status fields should be marked Unknown or Not Indicated.</p>
12.	Click the *National ID Type drop-down menu  button.
13.	<p>Select Driver's License Number  from the list of values.</p> <p>A Driver's License Number or Personal Identification number issued by the Bureau of Motor Vehicles needs to be entered to identify the contract worker. Do NOT use a Social Security number as Social Security numbers are used in the PeopleSoft system to identify State of Indiana employees only.</p>
14.	Enter the driver's license number into the National ID field.
15.	Click the Contact Information  tab.
16.	Click the Add a new row  button.
17.	Click the Address Type drop-down menu  button.
18.	Select business from the list of values.
19.	Click the Add Address Detail  link.
20.	Verify the Effective Date field reflects the entry date (or the current date) as the effective date.
21.	Click the Add Address  link.

PeopleSoft 8.9: Future Dating Work Record Entries

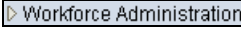









22.	Enter the business address into the Address 1 field. The business address would be the facility address where the contract worker will perform their job duties. If the position travels and is not stationary, use the contract company's address. This rule also applies to any telephone numbers and Email addresses.
23.	Enter the city into the City field.
24.	Enter the state into the State field.
25.	Enter the zip code into the Postal field.
26.	Enter the county into the County field.
27.	Click the OK  button.
28.	Click the OK  button.
29.	Click the Delete row  button to delete the home address row. It is important to omit any references to Home for addresses, phone numbers, and Emails for contingent workers.
30.	Click the OK  button.
31.	Click the Phone Type drop-down menu  button.
32.	Select Business from the list of values.
33.	Enter the business phone into the Telephone field.
34.	Click the Email Type drop-down menu  button.
35.	Select Business from the list of values.
36.	Enter the business email into the *Email Address field.
37.	Click the Organizational Relationship  tab.
38.	Click the Contingent Worker <input type="checkbox"/> checkbox.
39.	Click the Add the Relationship  button. The Job Record and Person ID number is now available in a pop-up window.
40.	Verify the Effective Date field reflects the person's future start date . Ensure all Effective Date fields reflect the person's future start date as the effective date for each entry/update in the Job Record .
41.	The Action code will default to Add Contingent Worker . To select a Reason code, click the Reason Magnifying Glass  button. Select CON as the reason into the Reason code field. Confirm the Action/Reason fields.
42.	Enter the contract worker's company into the Company field.
43.	Enter the contract worker's business unit into the *Business Unit field.
44.	Enter the contract worker's department into the *Department field.
45.	If it does not automatically default, enter the contract worker's location into the Location field.
46.	Click the Job Information  tab.
47.	Enter the NONEMP into the *Job Code field.

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48.	Click the Payroll  tab.
49.	Click the Payroll System drop-down menu  button.
50.	Select Other from the list of values.
51.	Click the OK  button.
52.	Click the Checklist Code drop-down menu  button.
53.	Select Add Contingent Worker Instance from the list of values.
54.	Click the Save  button. Note: Be sure to record the Person ID number before closing the record.
55.	End of Procedure.

Modify a Contingent (Contract) Worker

The purpose of the *Modify a Contingent Worker* function is to update an existing **Person Record** with a new relationship using a PeopleSoft ID number that was previously assigned to them. The *Modify a Contingent Worker* Work Instruction is for **contract** workers who **have** a previous working relationship with the State of Indiana and will create a new PeopleSoft ID **RECORD** number for them. All prior record numbers **must be inactive** in the system.

1.	Click the Workforce Administration  link.
2.	Click the Personal Information  link.
3.	Click the Organizational Relationships  link.
4.	Click the New Contingent Worker  link.
5.	Enter the Person ID into the EmplID field.
6.	Click the Add  button. When the screen changes, note that the Empl Rcd # in the upper right-hand corner of the screen has changed to a new number. Every new instance of a working relationship with the State of Indiana will generate a new Empl Rcd #.
7.	Verify the Effective Date field reflects the person's future start date . Ensure all Effective Date fields reflect the person's future start date as the effective date for each entry/update in the Job Record .
8.	The Action code will default to Add Contingent Worker . To select a Reason code, click the Reason Magnifying Glass  button. Select CON as the reason into the Reason code field.
9.	Enter the contract worker's company into the Company field.
10.	Enter the contract worker's business unit into the Business Unit field.
11.	Enter the contract worker's department into the Department field.
12.	If it does not automatically default, enter the contract worker's location into the Location field
13.	Click the Job Information  tab.
14.	Enter NONEMP into the Job Code field.
15.	Click the Payroll  tab.
16.	Click the Payroll System drop-down menu  button.
17.	Select Other from the list of values.
18.	Click the Save  button.
19.	End of Procedure.